INTERMUNICIPAL
LAW ENFORCEMENT TECHNOLOGY SHARED SERVICES (LETSS)
GROUP AGREEMENT

Pursuant to Section 119-o of the General Municipal Law, the undersigned municipalities hereby enter into this Agreement to form a five year renewable Law Enforcement Technology Shared Services group, herein after referred to as LETSS. The Participating Voting Agencies ("Members") are:

> Tompkins County Director Information Technology Services
> Tompkins County Sheriff
> Tompkins County District Attorney
> Tompkins County Department of Emergency Response
> City of Ithaca Police
> Village of Cayuga Heights Police
> Village of Dryden Police
> Village of Groton Police
> Village of Trumansburg Police

The Participating At Large (Non-Voting) Agencies ("Members") as defined through the LETSS By-Laws are:

> New York State Police, Troop C, Zone 3 Unit
> City of Ithaca Information Technology
> Tompkins Cortland Community College Public Safety
> New York State Police Park Police, FLR

This agreement shall become effective upon execution by each and every Participating Agency and shall be in force for the period beginning upon full execution through December 31, 2016 and may be renewed for an additional five years by appropriate resolutions by each of the partner agencies on or before December 31, 2016, all other terms and conditions of this agreement remaining the same.

Establishing a Program

The parties hereby establish an on going partnership for the purpose of jointly planning, providing, and coordinating shared law enforcement technology services within Tompkins County. The LETSS group will coordinate with the Tompkins County Information Technology Services Department and other providers as necessary and agreed upon by LETSS. LETSS will be governed under the terms and conditions of the Law Enforcement Technology Shared Services By-Laws. LETSS agencies may use the group as a vehicle for voluntarily sharing information, equipment, publicity about programs, and/or coordinating their respective services.

Sharing Program Costs

LETSS shall have an annual operational budget as determined by the Tompkins County budgeting process programmed into the Tompkins County Information Technology Services budgetary unit. A project review/work plan based on the use of these funds will be submitted to the Tompkins County Public Safety Committee no later than the first quarter of each year. Voting LETSS participating Agencies will receive the following:

1. Tompkins County Information Technology Services shall provide LETSS partners secure access to and technical support for the following applications: Spectrum Justice System (SJS), Traffic and Criminal Software (TraCS), Spillman Shared Public Safety Systems, NYS E-justice Portal, NYS Integrated Justice Portal, LiveScan Digital Fingerprinting, and any other systems or services included in the annual LETSS work plan.

2. Tompkins County Information Technology Services shall provide LETSS partners with technical assistance and/or project planning assistance based on any new initiatives included in the annual LETSS work plan.

3. Tompkins County Information Technology Services shall provide services for LETSS partners between the hours of Monday through Friday, 7:30 a.m. – 5 p.m. In addition, ITS will distribute an Emergency Off Hours Contacts list to partner agencies. There is no guaranteed response time for the overnight hours between 5 p.m. and 7:30 a.m.. Emergencies non-withstanding, any County provided service(s) outside of these core hours must be scheduled one week in advance and mutually agreed upon between Tompkins County Information Technology Services and the LETSS partner.

Any proposed project outside of the scope of the base operational services described above must include a funding plan and be mutually agreed upon by the LETSS group through a majority vote. Any additional funding required from Participating Agencies above and beyond the annual County Budget allocation must be approved by each individual agency participating in the project.

Governance

Name: The governing board shall be called Law Enforcement Technology Shared Services (LETSS) Group.

Membership: LETSS shall have a total of 9 (nine) voting members. The partners include: City of Ithaca Police Department(1), Village of Cayuga Heights Police Department(1), Village of Dryden Police Department(1), Village of Groton Police Department(1), Village of Trumansburg Police Department(1), Tompkins County District

Attorney(1), Tompkins County Sheriff(1), Tompkins County Department of Emergency Response(1) and Tompkins County Department Information Technology Services(1).

Roles of the Law Enforcement Technology Shared Services Group

LETSS shall operate under its own by-laws that have been approved by the Tompkins County Legislature and then ratified by all Participating Agencies.

Roles of Tompkins County Information Technology Services Department

Staff from the Tompkins County Information Technology Services Department will work with Participating Agencies to provide support to LETSS that includes:

- assistance in developing an annual work plan of priority planning, oversight, and evaluation issues;
- assistance in developing options and guidelines as needed to implement the LETSS work plan;
- staff support to LETSS to implement work plan;
- preparation of meeting agendas in consultation with the LETSS Group chair;
- preparation and management of meeting records;
- preparation of contracts with providers as authorized by the Law Enforcement Technology Shared Services Group;
- coordination with the partners to assure that program meets the needs of the Law Enforcement Technology Shared Services Group;
- coordination with partners to assure that policy questions that require LETSS decisions are acted on in a timely way;
- coordination with partners to define and develop policy, procedures and IT security requirements specific to the scope of activities and responsibilities associated with LETSS agencies.

Roles of Law Enforcement Technology Shared Services Participating Agencies

The Participating Agencies will be responsible for:

- upon request, provide a yearly summary of participation and periodically highlighting any trends or significant changes in program participation, feedback, expenses or revenues for LETSS;
- tracking participation in formats and on a schedule requested by or acceptable to LETSS;
- recommending programs or changes to improve services and/or lower costs.

Fiscal Accountability

Tompkins County Information Technology Services is the fiscal agent for the Partnership. The County Information Technology Services Department will administer those funds in accordance with the LETSS annual work plan.

As a condition of this agreement, Tompkins County Information Technology Services and designated provider(s) shall maintain records of expenses and revenues as required by LETSS.

Liability

No party (Participating Agency or municipality) shall have any financial liability to any other Participating Agency other than the contributions agreed to by Participating Agencies, and no Participating Agency or municipality shall be liable to any other agency or any member of the public for the performance, non-performance, or any breach of this agreement.

Dispute Resolution

In the event of any dispute, claim, question, or disagreement arising from or

relating to this agreement or the breach thereof, the parties shall use their best

efforts to settle the dispute, claim, question, or disagreement. To this effect, they

shall consult and negotiate with each other in good faith and, recognizing their

mutual interests, attempt to reach a just and equitable solution satisfactory to all

parties.

Ratification

CITY OF ITHACA

by_____   date_____
        Mayor

by_____   date_____
        Chief of Police

Ratification

VILLAGE OF CAYUGA HEIGHTS

by_____   date_____
        Mayor

by_____   date_____
        Chief of Police

Ratification

VILLAGE OF DRYDEN

by_____   date_____
        Mayor

by_____   date_____
        Chief of Police

Ratification

VILLAGE OF GROTON

by_____   date_____
       Mayor

by_____   date_____
       Chief of Police

Ratification

VILLAGE OF TRUMANSBURG

by_____   date_____
        Mayor

by_____   date_____
        Chief of Police

Ratification

TOMPKINS COUNTY

by_____   date_____
      County Administrator

by_____   date_____
      Sheriff

by_____   date_____
      Director of Information Technology

by_____   date_____

      District Attorney

by_____   date_____
      Director, Department of Emergency Response